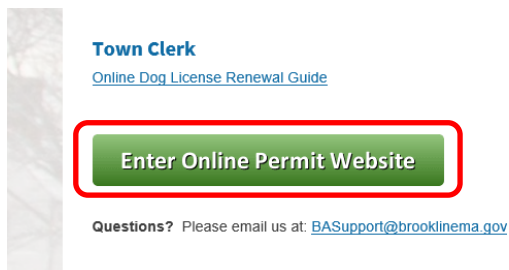


How to apply for an Appeal of Administrative Decision online

1. Using your web browser, go to <https://www.brooklinema.gov/Permits-and-Licensing>
2. Once you have reviewed the online application guide click the **Enter Online Permit Website** button:



3. If you have not registered with the online system yet, click the [Register for an Account](#) link. For instructions on registering, please see <https://www.brooklinema.gov/DocumentCenter/View/12298>



4. Once you have logged in, choose **Zoning** from the menu and click the **Create an Application** option:



Records

Showing 0-0 of 0

| Date | Record Number | Record Type | Description | Project Name | Expiration Date | Status | Act |
|-------------------|---------------|-------------|-------------|--------------|-----------------|--------|-----|
| No records found. | | | | | | | |

5. Please review the terms and check the “I have read and accepted the above terms.” checkbox – then click **Continue Application**:

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

[Continue Application »](#)

6. Expand the Zoning option and select Appeal of Administrative Decision, and click **Continue Application**

Home Building Board Of Health Licenses Fire Planning **Zoning** more ▾

Create an Application Search Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

- ▼ Zoning
- Appeal of Administrative Decision
 - Special Permit and/or Variance

[Continue Application »](#)

7. Enter the **Street Number** and **Street Name** of the subject property and click **Search**:

Home Building Board Of Health Licenses Fire Planning **Zoning** more ▾

Create an Application Search Applications

Special Permit and/or Variance

| | | | | |
|----------|----------|----------|------------|-------------------|
| 1 Step 1 | 2 Step 2 | 3 Review | 4 Pay Fees | 5 Record Issuance |
|----------|----------|----------|------------|-------------------|

Step 1: Step 1 > Location

* indicates a required field.

Address

*Street No.: *Street Name: Unit No.:

8. Once the system locates the appropriate address, click **Continue Application**:

City: State: Zip: Country:

9. Enter the applicant information – to use the information provided upon registering, click **Select from Account**, choose your information from the list then click **Continue**

Special Permit and/or Variance

| | | | | |
|----------|----------|----------|------------|-------------------|
| 1 Step 1 | 2 Step 2 | 3 Review | 4 Pay Fees | 5 Record Issuance |
|----------|----------|----------|------------|-------------------|

Step 2: Step 2 > Application Information

* indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

10. Enter all information available for the application
Please note: any field with a red asterisk is required:

APPEAL INFORMATION

*Reason for Application:

*Within 30 Day Appeal Period?: Yes No

*Grounds for Appeal:

*Requested Outcome:

*Primary Zoning District:

*Voting Precinct Number:

11. Select the Bylaw section(s) that pertain to this application by clicking the **Add a Row** button (note, you may add multiple rows at once by clicking the arrow)

Bylaws

ZONING BY-LAW SECTIONS

Showing 0-0 of 0

| By-law | Subsection |
|-------------------|------------|
| No records found. | |

Click **Submit** to continue

ZONING BY-LAW SECTIONS ✕

By-law: Subsection:

§6.02.1.C - OFF-STREE

By-law: Subsection:

§5.31 - EXCEPTIONS TO

Submit Cancel

12. Attach documents by clicking the **Add** button

Attachment

The following documents are **REQUIRED**:

- § Plan Review/Denial letter
- § Existing plot plan
- § Proposed plot plan
- § Existing architectural plans
- § Proposed architectural plans
- § Proof of legal interest
(property deed, purchase option, purchase and sales agreement, lease, written statement by a duly authorized agent or other party with present legal interest or other legally sufficient documentation that establishes a property right or interest by the Applicant)

The maximum file size allowed is 650 MB.
 HEIC,html,htm,mht,mhtml are disallowed file types to upload.

| Name | Type | Size | Latest Update | Action |
|-------------------|------|------|---------------|--------|
| No records found. | | | | |

Select from Account
Add
Continue Application > Save and resume later

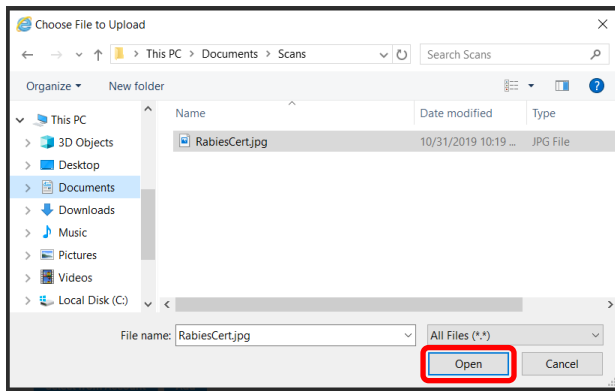
13. On the File Upload screen, click **Add**

File Upload ✕

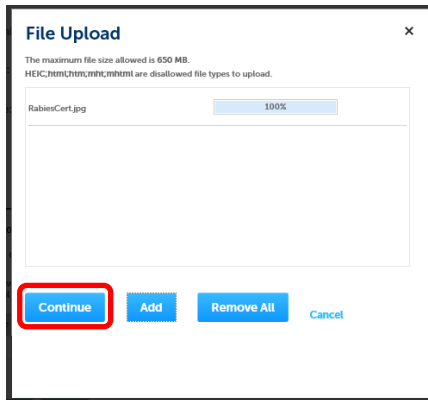
The maximum file size allowed is 100 MB.
 html,htm,mhtml are disallowed file types to upload.

Continue
Add
Remove All
Cancel

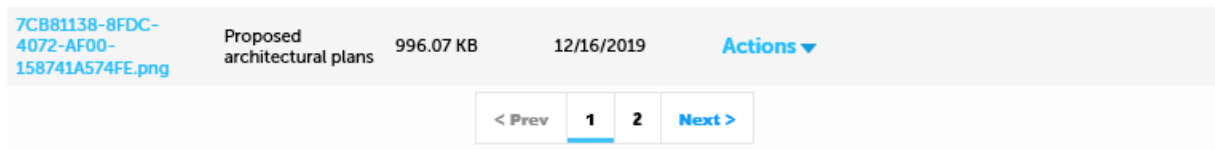
14. Browse to the location of the file(s) you wish to select and click **Open**



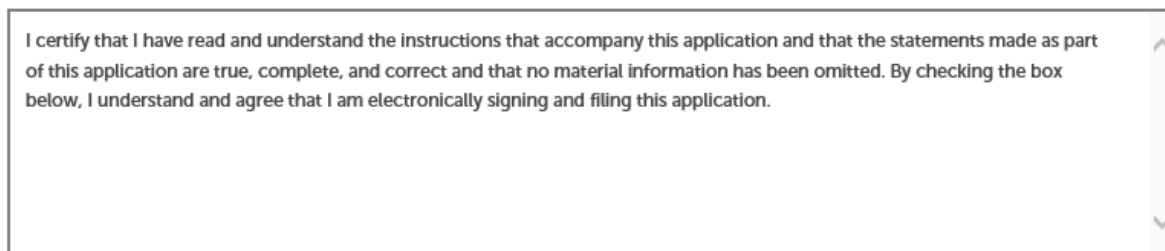
15. Once you have attached all necessary documents, click **Continue**



16. Enter the **Description** for each file and then click **Save** and **Continue Application**



17. After reviewing all information provided, read the Certification and check the “I agree” box. Then click **Continue Application**



Date: 12/13/2019



18. Pay for your application

Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

| Fees | Qty. | Amount |
|-----------------------|------|----------|
| ADMINISTRATIVE APPEAL | 1 | \$500.00 |
| TAB | 1 | \$21.00 |

TOTAL FEES: \$521.00

Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)

[Continue Shopping »](#)

19. Your application is now complete. Once it is reviewed by departmental staff, you will be contacted with next steps.

[Home](#) [Building](#) [Board Of Health](#) [Licenses](#) [Fire](#) [Planning](#) **Zoning** [more ▾](#)

[Create an Application](#) [Search Applications](#)

Special Permit and/or Variance

1 Step 1

2 Step 2

3 Review

4 Record Issuance



Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.

Your Record Number is ZB-2019-000081.